



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

CACFP CN# 010-09

MEMORANDUM

TO: Child and Adult Care Food Program Family Daycare Home Sponsors

FROM: Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services

Melissa Conner, Director  
Child and Adult Care Food Program

DATE: May 20, 2009

SUBJECT: State Agency Approval of Facilities/Homes

*Original Signed*

The Arizona Department of Education is required to approve all licensed and alternately approved facilities prior to Child and Adult Care Food Program participation. [7 CFR 226.6(d)] This Regulation directs the State Agency to approve all child care homes prior to CACFP participation.

To effectively accomplish this, Sponsoring Organizations will submit the following information to ADE for all homes applying to participate on CACFP:

	Alternately Approved	DES Approved	DHS Small Group Home
Provider Application	X	X	X
Pre-approval visit	X	X	X
DES Certificate		X	
DHS License			X
Finger Print Clearance	X	X	X
Health Inspection	X		
Fire Inspection	X		
Child Care Standards	X		

Sponsoring Organizations will submit the required information to their assigned specialists for review. The information can be sent via mail, fax or email. ADE Specialists will verify receipt of the information via email and will identify any necessary additional information. Once the specialist is certain provider information is complete, the specialist will forward the packet to the ADE CACFP Director for approval. Once the provider is approved, the Sponsor will receive an email from ADE indicating the approval date. The provider may start CACFP participation beginning the date of ADE approval.

ADE is aware that many applying providers will have a fingerprint clearance card application in lieu of the actual fingerprint clearance card. Sponsors will send available documentation to support the fingerprint clearance requirement.

If a participating provider moves from the approved home to another residence and wishes to continue participating, all required information must be sent to ADE. The provider must receive ADE approval for the new residence to remain on CACFP. [7 CFR 226.6(d)(3)] As noted in CN# 007-09, USDA indicated family day care homes claiming CACFP reimbursement must comply with all program requirements and the Regulations do not allow for grace periods. If a participating provider has been approved to transfer from one Sponsor to another, the respective Sponsors will include the provider in the monthly add/drop report to ADE.

Updates to the Family Child Care Home Compliance Manual are being prepared to reflect this regulatory requirement.

Please contact your specialist if you have additional questions.

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